ST/AI/218/Rev.18/Add.1

UNITED NATIONS

SUBJECT INDEX

TO

ADMINISTRATIVE ISSUANCES

November 1996

INTRODUCTION

1. The present subject index to administrative issuances provides the information needed to locate issuances on specific subjects that are current as of 31 October 1996. This publication is issued annually, together with a numerical index, under the symbol ST/AI/218/-.

2. The entries in this index are arranged under major categories and subcategories, numbered for ease of reference. Each entry indicates the subject-matter and the document symbol of current issuances related to it.

3. Excluded from this index are circulars of interest or applicability to project personnel, which are issued under the series symbol ST/IC/P/-.

4. It should be noted that the description of the organizational structure contained in chapter X does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of those offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/258 and ST/SGB/271 provide further information in this regard.

5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided herein and returning it to the Rules and Regulations Unit at Headquarters.

6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017.

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Telegraph form - ST/AI/330

Telephone and facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions - ST/IC/1992/66 and Amend.1; ST/SGB/269

Telephone dialling procedures: ST/IC/80/75; ST/IC/84/90; ST/IC/1992/66 and Amend.1

Telephone system - ST/IC/78/22; ST/IC/87/29

Telephone voice mail - installation of a new system - ST/IC/1994/1

Valuables and confidential material - ST/IC/81/38; ST/AI/341; ST/SGB/272

Visual display units: Guidelines - ST/IC/84/18 and Amend.1

Windows 95 software - ST/IC/1995/54

Word-processing software for microcomputers: Standard - ST/AI/361; ST/IC/1995/41

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

VIII. LIBRARY

Dag Hammarskjöld Memorial Library:
--Building - ST/AI/145/Rev.1 (paras. 5-6)
--Usage - ST/AI/416
(See also Security arrrangements for admission to United Nations Headquarters in Section I.5 above)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: procedures - ST/SGB/152

Library services - ST/AI/205

Library services: The New York Times Information Bank - ST/ADM/SER.A/1872

Newspapers: circulation - ST/ADM/SER.A/1932

Supply to the United Nations libraries of material not available through regular distribution channels - ST/AI/189/Add.12

United Nations Bibliographic Information System (UNBIS) - ST/IC/78/4

IX. MISSIONS

Assignment to and return from mission detail: Policy governing - ST/SGB/277; ST/AI/404 (see also Service with United Nations missions below)

Medal for award to military personnel: Regulations - ST/SGB/119 and Amend.1

Mission readiness workshops - ST/IC/1995/8

Mission subsistence allowance, assignment rates and conditions allowance - ST/SGB/114/Add.1

Missions roster - ST/IC/1993/23

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for promotion to the Professional category, section XI.15 below)

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Service with United Nations missions - ST/SGB/114 and Add.1; ST/SGB/277; ST/AI/404; ST/IC/1993/23; ST/IC/1995/8
--Assignment to and return from mission detail (procedures and guidelines) - ST/AI/404
--Mission readiness workshops - ST/IC/1995/8
--Missions roster - ST/IC/1993/23
--Policy governing assignment to and return from mission detail - ST/SGB/277

United Nations Emergency Force: Financial Rules for the Special Account - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus: Regulations - ST/SGB/UNFICYP/1

X. ORGANIZATIONAL STRUCTURE*

1. General

Appointment of senior officials - ST/SGB/271 (see also Changes in the top echelon below)

Changes in the functions and organization of Secretariat units - ST/SGB/150/Rev.1; ST/AI/409 (see also Organization of the Secretariat and Restructuring below)

Changes in the top echelon - ST/SGB/249; ST/SGB/258; ST/SGB/265 (see also Appointment of senior officials above)

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* Does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of those offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/258 and ST/SGB/271 provide further information in this regard.

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/SGB/278; ST/SGB/280 and Amend.1; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1992/74; ST/IC/1993/48; ST/IC/1993/68; ST/IC/1995/74; ST/IC/1996/12

Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations:
--Decision of the General Assembly - ST/AI/336; ST/IC/87/63
--Report - ST/IC/86/43

Organization Manual of the Secretariat - ST/SGB/Organization

Organization of the Secretariat - ST/SGB/Organization; ST/SGB/150/Rev.1; ST/SGB/248; ST/SGB/271; ST/AI/239 (para. 3 only); ST/AI/409; ST/ADM/SER.A/1778

Organizational nomenclature - ST/SGB/170 and Add.1

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

Restructuring of Secretariat departments and offices (general guidelines) - ST/AI/409; ST/SGB/150/Rev.1;

Restructuring of the United Nations Secretariat - ST/SGB/248; ST/SGB/249; ST/SGB/258; ST/SGB/271 (see also Restructuring of Secretariat departments and offices above)

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Institute for Disarmament Research - ST/IC/83/9

United Nations Institute for Training and Research - ST/SGB/Organization, annex III; ST/IC/83/9

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

3. Inter-agency boards and committees

Consultative Committee on Administrative Questions: functions - ST/SGB/Organization, annex II

International Civil Service Commission: functions - ST/SGB/Organization, annex II

International Computing Centre: functions - ST/SGB/Organization, annex II

Inter-organization Board for Information Systems and Related Activities (IOB) (now known as Information Systems Coordination Committee): functions - ST/SGB/Organization, annex II

Joint Inspection Unit: functions - ST/SGB/Organization, annex II

Joint Staff Pension Board: functions - ST/SGB/Organization, annex II

4. Secretariat departments and units

Administration and Management - Department of - ST/SGB/Organization, section P and Corr.1; ST/SGB/213/Rev.1; ST/SGB/248; ST/SGB/258; ST/SGB/270; ST/SGB/271; ST/SGB/273; ST/AI/397

Centre for Human Rights - ST/SGB/Organization, section: CHR and Corr.1; ST/SGB/258

Centre for Human Settlements (HABITAT) - ST/SGB/168

Centre on Transnational Corporations - ST/SGB/Organization, section T/Rev.2; ST/SGB/197; ST/SGB/248; ST/SGB/258

Conference and Support Services - Office of - ST/SGB/271

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/Organization, section L

Conference Services - Office of - ST/SGB/Organization, section Q/Rev.2 and Corr.1; ST/SGB/248; ST/SGB/257; ST/SGB/271

Dag Hammarskjöld Library (see Public Information below)

Development Support and Management Services - Department for (see ST/SGB/258 announcing appointment of Under-Secretary-General)

Disaster Relief Coordinator - ST/SGB/Organization, section N/Rev.2 and Corr.1 and Rev.2/Amend.1; ST/SGB/248; ST/SGB/249; ST/SGB/251

Economic and Social Commission for Asia and the Pacific - ST/SGB/Organization, section: ESCAP; ST/SGB/249

Economic and Social Commission for Western Asia - ST/SGB/Organization, section: ESCWA/Rev.1; ST/SGB/258

Economic and Social Information and Policy Analysis - Department for - ST/SGB/Organization, section: DESIPA; ST/SGB/258

Economic Commission for Africa - ST/SGB/Organization, section: ECA; ST/SGB/258

Economic Commission for Europe - ST/SGB/Organization, section: ECE; ST/SGB/265

Economic Commission for Latin America and the Caribbean - ST/SGB/Organization, section: ECLAC

Electronic Data-Processing and Information Systems Service - ST/SGB/Organization, section P(VI)

Environment Programme - ST/SGB/Organization, section O/Rev.1; ST/SGB/258

Executive Office of the Secretary-General - ST/SGB/Organization, section: EOSG; ST/SGB/249

General Services - Office of - ST/SGB/Organization, section P(III) and Amend.2-3; ST/SGB/182; ST/SGB/191; ST/SGB/213/Rev.1; ST/SGB/271
--Archives and records management - ST/SGB/241; ST/SGB/242; ST/IC/89/24
--Mail Operations Section - ST/SGB/182

High Commissioner for Refugees - Office of the United Nations - ST/SGB/Organization, section: UNHCR

Human Resources Management - Office of - ST/SGB/224; ST/SGB/271

Humanitarian Affairs - Department of - ST/SGB/248; ST/SGB/249; ST/SGB/251

Internal Oversight Services - Office of - ST/SGB/Organization, section: OIOS; ST/SGB/273; ST/AI/397; ST/AI/401; ST/IC/1996/29
--Establishment of the Office of Internal Oversight Services - ST/SGB/273
--Personnel arrangements - ST/AI/401
--Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery - ST/AI/397
--Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority" - ST/IC/1996/29

Legal Affairs - Office of - ST/SGB/Organization, section: OLA/Rev.1

Office at Geneva - ST/SGB/Organization, section S and Corr.1 and Amend.1; ST/SGB/186; ST/SGB/189; ST/SGB/258

Office at Vienna - ST/SGB/Organization, section: UNOV; ST/SGB/249

Peace-keeping Operations - Department of - ST/SGB/Organization, section: DPKO and Amend.1; ST/SGB/2[illegible]

Personnel Services - Office of - ST/SGB/Organization, section P(II); ST/SGB/164; ST/SGB/213/Rev.1; ST/SGB/224; ST/SGB/271

Policy Coordination and Sustainable Development - Department for - ST/SGB/Organization, section: DPCSD; ST/SGB/258

Political Affairs - Department of - ST/SGB/Organization, section: DPA; ST/SGB/258

Programme Planning, Budget and Accounts - Office of - ST/SGB/Organization, section: OPPBA; ST/SGB/270; ST/SGB/271; ST/SGB/PPBME Rules/1

Public Information - Department of - ST/SGB/Organization, section: DPI/Rev.2; ST/AI/376; ST/AFS/SER.A/179

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East - ST/SGB/Organization, section: UNRWA

Technical Cooperation for Development - ST/SGB/162; ST/SGB/178; ST/SGB/248; ST/SGB/258

Transfer of the United Nations Sahelian Office to the United Nations Development Programme - ST/SGB/153

United Nations International Drug Control Programme - ST/SGB/Organization, section: UNDCP; ST/SGB/240
--Personnel arrangements - ST/AI/388

World Food Council - ST/SGB/Organization, section: WFC

5. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Organization, annex I

Advisory Panel on Management and Finance - ST/SGB/270

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1996/46
--Placement and promotion lists (see section XI.4 below)

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1996/46
--Placement and promotion lists (see section XI.4 below)

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1996/51 and Add.1
--Placement and promotion lists (see section XI.4 below)

Career Development Committee - ST/SGB/166; ST/SGB/267; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/AI/413; ST/IC/86/52; ST/IC/86/62; ST/IC/1993/66 and Corr.2 and Add.1; ST/IC/1994/49; ST/IC/1995/70

Central Examination Board - ST/SGB/173; ST/AI/406/Add.2

Claims Board:
--Composition and functions - ST/SGB/Organization, annex I/Amend.2; ST/AI/149/Rev.4
--Membership - ST/IC/1991/71 and Add.1

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service and related categories (Bangkok) - ST/AI/398
--General Service and related categories (ESCWA) - ST/AI/377 and Add.1
--General Service and related categories (Nairobi) - ST/AI/389
--General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1 (membership)
--General Service and related categories (Santiago) - ST/AI/410 and Corr.1
--General Service and related categories (Vienna) - ST/AI/378
--General Service and related categories (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
--Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1 (membership)

Committee on Contracts - ST/SGB/Organization, annex I

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Efficiency Board - ST/SGB/281

Exhibits Committee - ST/AI/376; ST/AFS/SER.A/179

Field Service Promotion Review Panel
--Membership - ST/IC/1995/75 and Amend.1
--1995 Field Service promotions - ST/IC/1996/25

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1

Health and Life Insurance Committee - ST/SGB/Organization, annex I; ST/SGB/275; ST/IC/1993/18

Integrated Management Information System (IMIS) Steering Committee - ST/SGB/276

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I;
--Headquarters - ST/SGB/200/Rev.1
--Membership - ST/IC/1994/37

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1995/78
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1995/78

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1995/79
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/1995/79

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Publications Board - ST/SGB/Organization, annex I/Amend.3 and Corr.1

Senior Advisory Board on Services to the Public - ST/SGB/231

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Senior Review Group for the filling of posts at the Director (D-2) and higher levels - ST/SGB/266
--Procedures - ST/AI/392

Special Advisory Board - ST/SGB/Organization, annex I

Specialized Board of Examiners - ST/SGB/173; ST/AI/417 and Add.1

Staff Incentive Review Committee: objectives and composition - ST/IC/85/39; ST/AI/320 and Add.1 and Add.1/Corr.1-2

Staff-Management Coordination Committee - ST/SGB/176/Rev.2

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.1-2 and Add.6
--Policies to achieve gender equality in the United Nations - ST/SGB/282; ST/AI/412

Technological Innovations Board - ST/SGB/245 (see also section XII.1 below)
--Membership of the Working Group of the Technological Innovations Board - ST/IC/1994/23

Technological Innovations Committees - ST/AI/345 (see also section XII.1 below)

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/Organization, annex I

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

6. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1 (English only); ST/SGB/125/Rev.2 (Spanish only)

United Nations Children's Fund - ST/SGB/Organization, annex III (see also E/ICEF/Misc.131)

United Nations Development Programme - ST/SGB/Organization, annex III

United Nations Fund for Population Activities (now United Nations Population Fund) - ST/SGB/Organization, annex III

United Nations Institute for Training and Research - ST/SGB/Organization, annex III

United Nations International Drug Control Programme - ST/SGB/Organization, section UNDCP; ST/SGB/240; ST/AI/388

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

United Nations University - ST/SGB/Organization, annex III

XI. PERSONNEL

1. Administration/staff relations

Administrative issuances: ST/SGB/100; ST/AI/226 and Amend.1-2
--Numerical index - ST/AI/218/Rev.18
--Subject index - ST/AI/218/Rev.18/Add.1

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Headquarters - ST/SGB/200/Rev.1
--Membership - ST/IC/1994/37

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1995/78
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1995/78

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1995/79
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/1995/79

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Personnel directives - ST/IC/83/21 and Add.1-20

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Staff representatives: facilities to be provided - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/176/Rev.2

Staff-management relations: decentralization of consultation procedure - ST/SGB/172; ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.1-2 and Add.6
--Policies to obtain gender equality in the United Nations - ST/SGB/282; ST/AI/412

2. Allowances, entitlements and grants

Assignment grant - ST/SGB/114 and Add.1; ST/AI/364 and Corr.1 (French only) and Add.1-2

Dependency allowances - ST/IC/82/48; ST/IC/1995/4; ST/IC/1995/51 (para. 6); ST/IC/1996/13 (para. 3); ST/IC/1996/40; ST/AI/278/Rev.1; ST/AI/366 and Amend.1
--Dependency allowance or benefit for disabled children - ST/AI/366 and Amend.1
--Dependency allowances for staff in the Professional and higher categories and in the Field Service category - ST/IC/1995/4
--Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts and Security Service categories at Headquarters - ST/IC/1995/51; ST/IC/1996/13 (para. 3)

Dependency status:
--Definition - ST/AI/278/Rev.1
--Dependency benefits - ST/IC/1996/40

Early separation programme: 1996 - ST/AI/414 and Add.1

Education grant and special education grant for disabled children - ST/AI/181/Rev.10 and Corr.1 (English only) and Amend.1; ST/AI/249/Rev.3 and Amend.4 (para. 2 (c))

Education grant questionnaire - ST/IC/86/26

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Language allowance for staff in the Trades and Crafts category at Headquarters - ST/IC/1990/63; ST/IC/1996/13 (para. 4)

Mobility and hardship allowance - ST/AI/363 and Corr.1 and Add.1-2; ST/IC/1990/37
--Application to Field Service category - ST/AI/363/Add.1

Non-resident's allowance - ST/AI/314 and Add.1; ST/AI/275/Rev.2; ST/AI/350 and Amend.2-3; ST/IC/1996/43

Official hospitality - ST/AI/192/Rev.2

Reimbursement for travel by private automobile - ST/AI/224/Rev.1 and Amend.28

Reimbursement for work permit fees levied by the Egyptian authorities - ST/IC/89/22

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.8

Rental subsidies and deductions for staff at duty stations in Europe and North America - ST/AI/350 and Amend.2-3; ST/IC/1996/43

Rental subsidies and deductions for staff at duty stations outside Europe and North America - ST/AI/275/Rev.2

Repatriation grant - ST/AI/262; ST/AI/269; ST/AI/300

Salaries and allowances: Currency of payment - ST/AI/402

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.8 and Amend.1 (Rules 106.1-106.6)

Separation payments for staff in the Professional and higher categories and in the Field Service category- ST/IC/1992/18

Separation programme: 1996 early - ST/AI/414 and Add.1

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.5

Special post allowance to the Professional category: Assignment of staff members from other categories to Professional posts and granting of - ST/AI/276

Spouse allowance - ST/IC/83/13

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amend.11 and 12
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
--United Nations conferences - ST/AI/133

Survey of housing and domestic service costs in New York for calculation of post adjustment - ST/IC/1995/48

Survey of out-of-area expenditures for post adjustment calculation - ST/IC/1994/7

Threshold percentage for the purpose of calculating rental subsidies - ST/IC/1996/43; ST/AI/350 and Amend.2-3

3. Appeals

Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme - ST/IC/88/10; ST/IC/88/11

Administrative Review Unit - ST/SGB/164

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service and related categories (Bangkok) - ST/AI/398
--General Service and related categories (ESCWA) - ST/AI/377 and Add.1
--General Service and related categories (Nairobi) - ST/AI/389
--General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1 (membership)
--General Service and related categories (Santiago) - ST/AI/410 and Corr.1
--General Service and related categories (Vienna) - ST/AI/378
--General Service and related categories (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
--Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1 (membership)

Disciplinary and appeals cases: members of Panel of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels (see Panels on Discrimination and Other Grievances below)

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1995/78
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1995/78

Joint Disciplinary Committee:
--Composition and functions - ST/SGB/Organization, annex I: ST/IC/88/10
--Membership - ST/IC/1995/79
--Representation by Counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/1995/79

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Procedures for appeal of classification decisions for posts in the General Service and related categories in New York - ST/AI/358 and Amend.1

Recourse procedures in the United Nations Secretariat - ST/IC/82/7; ST/IC/88/10

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18); ST/IC/1996/29

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Revised disciplinary measures and procedures - ST/AI/371

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Time limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.2; ST/AI/149/Rev.4; ST/ADM/SER.A/1312

4. Appointments, placement and promotion

Access to vacancy announcements through the Secretariat electronic mail (cc:Mail) - ST/IC/1994/49; ST/IC/1995/70 (see also Placement and promotion below)

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1996/46
--Placement and promotion lists (see Placement and promotion below)

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1996/46
--Placement and promotion lists (see Placement and promotion below)

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242 and Amend.1

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1996/51 and Add.1
--Placement and promotion lists (see Placement and promotion below)

Appointment of senior officials - ST/SGB/271 (see also Changes in the top echelon below)

Appointments of limited duration - ST/AI/395

Assignment to and return from mission detail: Policy governing - ST/SGB/277; ST/AI/404 (see also section IX above)

Changes in the top echelon - ST/SGB/249; ST/SGB/258; ST/SGB/265 (see also Appointment of senior officials above)

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Compendium of vacancies for the 1996 redeployment exercise:
--Posts in the General Service and related categories in New York - ST/IC/1996/35; ST/AI/415
--Posts in the Professional and higher categories - ST/IC/1996/34; ST/AI/415

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/406/Add.2; ST/AI/417 and Add.1; ST/IC/1995/83 and Corr.1 and Add.1
--Central Examination Board - ST/AI/406/Add.2
--Format and procedures - ST/IC/1995/83 and Corr.1 and Add.1
--Specialized Board of Examiners - ST/AI/417

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207; ST/IC/1995/73 (see also Linguistic standards and Multilingualism below)

Consideration of family members for employment in the General Service category in New York - ST/IC/89/25

Consultants and participants in advisory meetings - ST/SGB/177; ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177; ST/AI/327

Employment of spouses - ST/AI/273

Equality of men and women in the Secretariat - ST/SGB/154; ST/SGB/253; ST/AI/379; ST/IC/1992/67

Field Service Promotion Review Panel
--Membership - ST/IC/1995/75 and Amend.1
--1995 Field Service promotions - ST/IC/1996/25

Implementation of changes to salary policy in promotions - ST/AI/365 and Corr.1

Implementation of General Assembly resolution 41/213 - recommendation 15 of the Group of High-level Intergovernmental Experts: post reduction - ST/IC/87/63

Language teachers: Granting of status of staff members - ST/AI/316

Linguistic standards - Secretariat - ST/AI/113; ST/AI/207; ST/IC/1995/73

Multilingualism - ST/IC/1995/73; ST/AI/113; ST/AI/207

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for promotion to the Professional category, section XI.15 below)

Outposting of staff from the established location of a department to another location - ST/AI/245

Part-time employment - ST/AI/291/Rev.1

Performance appraisal system: New - ST/AI/411 and Corr.1 (English only); ST/IC/1995/32

Placement and promotion - ST/SGB/267; ST/AI/413; ST/IC/1993/66 and Corr.2 and Add.1; ST/IC/1994/49; ST/IC/1995/70
--Access to vacancy announcements through the Secretariat electronic mail (cc:Mail) - ST/IC/1994/49; ST/IC/1995/70
--Placement and promotion list for staff in the General Service and related categories - ST/IC/1995/82; ST/IC/1995/89; ST/IC/1996/7; ST/IC/1996/15; ST/IC/1996/22; ST/IC/1996/27; ST/IC/1996/37; ST/IC/1996/59
--Placement and promotion list for staff in the Professional category and above - ST/IC/1995/81; ST/IC/1995/88; ST/IC/1996/6; ST/IC/1996/14; ST/IC/1996/21 and Corr.1; ST/IC/1996/26; ST/IC/1996/28; ST/IC/1996/32; ST/IC/1996/36; ST/IC/1996/56; ST/IC/1996/58
--Policies to obtain gender equality in the United Nations - ST/SGB/282; ST/AI/412

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177:
--Consultants and participants in advisory meetings - ST/AI/296 and Amend.1
--Institutional or corporate contractors - ST/AI/327
--Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/AI/297 and Add.1
--Temporary staff and individual contractors - ST/AI/295 and Amend.1 (See also Use of "when actually employed" contracts below)

Policies to achieve gender equality in the United Nations - ST/SGB/282; ST/AI/412

Promotion lists (see Placement and promotion above)

Promotion policy and review (see Placement and promotion above)

Redeployment of staff - ST/AI/415; ST/IC/1996/34; ST/IC/1996/35 (see also Compendium of vacancies for the 1996 redeployment exercise above)

Salary policy in promotions - ST/AI/365 and Corr.1

Senior Review Group for the filling of posts at the Director (D-2) and higher levels - ST/SGB/266
--Procedures - ST/AI/392

Special measures for the achievement of gender equality - ST/AI/412; ST/SGB/282

Special post allowance to the Professional category: Assignment of staff members from other categories to Professional posts and granting of - ST/AI/276

Suspension of the granting of permanent and probationary appointments - ST/SGB/280 and Amend.1; ST/IC/1995/74

Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177; ST/AI/297 and Add.1

Temporary staff and individual contractors - ST/SGB/177; ST/AI/295 and Amend.1

Termination of permanent appointment for unsatisfactory services: Procedure - ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

Vacancy announcements through the Secretariat electronic mail (cc:Mail): Access to - ST/IC/1994/49; ST/IC/1995/70 (see also Placement and promotion above)

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400

Absence from work on 8 and 9 January 1996 - ST/IC/1996/3

Annual leave from designated duty stations - travel expenses - ST/AI/280/Rev.6 and Amend.5

Certification of sick leave: see Time, attendance and leave recording below

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Introduction of staggered working hours - ST/AI/408; ST/IC/1996/52

Maternity leave - ST/AI/391

National holidays (see Official holidays)

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Official holidays - ST/AI/283; ST/IC/1995/85
--Closure of Headquarters buildings to the public - ST/IC/1995/85

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310; ST/AI/387

Release of staff members in bad weather or other conditions - ST/AI/260

Sabbatical Leave Programme for the year 1997: United Nations - ST/IC/1996/41 and Corr.1

Studies programme: External - ST/AI/281/Rev.1 (leave, para. 7)

Time, attendance and leave recording - ST/AI/221/Rev.1 and Amend.1 and Add.1

Time off for voting on United States election day - ST/IC/1995/71

Unauthorized absence - ST/IC/79/10

Working hours:
--Fifty-first session of the General Assembly - ST/IC/1996/52
--Introduction of staggered working hours - ST/AI/408

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315/Rev.1

Designation of staff members performing significant functions in financial management, personnel management and general services administration - ST/SGB/213/Rev.1

7. Duties and obligations

Acceptance of payments from Governments to supplement United Nations emoluments - ST/AI/380

Assignment to and return from mission detail: Policy governing - ST/SGB/277; ST/AI/404 (see also section IX above)

Communications and contacts with host country authorities - ST/IC/1996/60

Conduct: Standards of conduct in the international civil service - ST/ADM/SER.A/277 [COORD/CIVIL SERVICE/5]; ST/IC/82/13; ST/IC/89/2; ST/IC/1996/10

Conduct of staff members in their relations with government representatives - ST/IC/1996/10

Confidential files: Abolition - ST/IC/82/77/Rev.1; ST/IC/88/19; ST/AI/108; ST/AI/292

Diplomatic plates: Unauthorized use - ST/IC/83/83

Equality of men and women in the Secretariat - ST/SGB/154; ST/SGB/253; ST/AI/379; ST/IC/1992/67

Financial and other obligations of staff members - ST/AI/399 (see also Obligations of staff members below)

Gifts - see Preservation and disposition of gifts and historical items below

Guidelines for promoting equal treatment of men and women in the Secretariat - ST/IC/1992/67 (see also ST/SGB/154; ST/SGB/253; ST/AI/379)

Home addresses and telephone numbers - ST/IC/1995/16

Obligations of staff members - ST/AI/182; ST/AI/399

Outside activities of members of the Secretariat - ST/AI/190/Rev.1

Preservation and disposition of gifts and historical items - ST/SGB/136

Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253; ST/IC/1992/67)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253; ST/AI/379; ST/IC/1992/67 (see also ST/SGB/154)

Rectification of date of birth or of other personal data - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18); ST/IC/1996/29

Service with United Nations missions - ST/SGB/114 and Add.1; ST/SGB/277; ST/AI/404; ST/IC/1993/23; ST/IC/1995/8 (see also section IX above)

Staff conduct at meetings - ST/ADM/SER.A/1303

8. Job classification systems

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service and related catagories (Bangkok) - ST/AI/398
--General Service and related categories (ESCWA) - ST/AI/377 and Add.1
--General Service and related categories (Nairobi) - ST/AI/389
--General Service and related categories (New York) - ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1 (membership)
--General Service and related categories (Santiago) - ST/AI/410 and Corr.1
--General Service and related categories (Vienna) - ST/AI/378
--General Service and related categories (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
--Security category - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1 (membership)

Classification of posts in the General Service and related categories in small and medium-sized duty stations - ST/AI/369 and Amend.1

Delegation of authority for the classification of posts in the General Service and related categories at Vienna - ST/AI/378

General Service Classification Appeals and Review Committee (Addis Ababa) - ST/AI/356 and Add.1

General Service Classification Appeals and Review Committee (New York):
--Membership - ST/IC/1994/21 and Add.1
--Terms of reference - ST/AI/358 and Amend.1

Job classification for General Service and related categories at Bangkok - Implementation of initial exercise and the maintenance of the classification system - ST/AI/398

Job classification for General Service and related categories at Nairobi - Implementation of initial exercise and the maintenance of the classification system - ST/AI/389

Job classification for General Service and related categories at Santiago - Implementation of initial exercise and the maintenance of the classification system - ST/AI/410 and Corr.1

Job classification for General Service and related categories in New York - ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1

Job classification for General Service and related categories in the Economic and Social Commission for Western Asia - Implementation of initial exercise - ST/AI/377 and Add.1

Job classification for General Service category in Addis Ababa - Implementation of initial exercise - ST/AI/356 and Add.1

Job classification standards for security jobs at Headquarters - ST/AI/332 (see also ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1)

Job classification system:
--Field Service category posts - ST/AI/344
--General Service and related categories - ST/AI/301 and Add.1; ST/AI/356 and Add.1; ST/AI/358 and Amend.1; ST/AI/369 and Amend.1; ST/AI/377 and Add.1; ST/AI/378; ST/AI/389; ST/AI/398; ST/AI/410 and Corr.1; ST/IC/1994/21 and Add.1
--Professional jobs - ST/AI/277; ST/IC/1993/51
--Security jobs at Headquarters - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/1994/21 and Add.1

9. General

Administrative issuances: ST/SGB/100; ST/AI/226 and Amend.1-2
--Numerical index - ST/AI/218/Rev.18
--Subject index - ST/AI/218/Rev.18/Add.1

After-school recreation and study programme for United Nations children - ST/IC/86/21 (paras. 3 and 7); ST/IC/1996/47

AIDS and HIV Infection: Information for United Nations Employees and Their Families: Booklet entitled - ST/IC/1995/86

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Arrangements for admission to the premises at United Nations Headquarters during the fifty-first session of the General Assembly - ST/IC/1996/53; ST/IC/1996/57; ST/AI/387

Bookshop discount for staff members - ST/AI/244/Rev.1

Currency of payment of salaries and allowances - ST/AI/402

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Direct deposit of salary - ST/AI/405

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19 (see also Official status files below)

Fireworks display on Thursday, 4 July 1996 - ST/IC/1996/38

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

Home addresses and telephone numbers - ST/IC/1995/16

Integrated Management Information System (IMIS):
--Definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276
--Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters - ST/IC/1994/38; ST/IC/1993/53

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/192/Rev.2

Official status files - ST/AI/108; ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Performance appraisal system: New - ST/AI/411 and Corr.1 (English only); ST/IC/1995/32

Personnel action notification form prior to the implementation of IMIS release II at Headquarters: Introduction of a revised interim - ST/IC/1994/38; ST/IC/1993/53

Personnel directives - ST/IC/83/21 and Add.1-20

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel records cards: Maintenance - ST/AI/105

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/SGB/154; ST/AI/379; ST/IC/1992/67)

Rectification of date of birth or of other personal data - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397; ST/SGB/273 (para. 18); ST/IC/1996/29

Safety measures and accident prevention: Instructions with respect to reporting of work injuries - ST/AI/120/Rev.2; ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1;

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking at United Nations Headquarters - ST/IC/85/42; ST/IC/87/18; ST/AI/407

Staff day 1996 - ST/IC/1996/54

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Staff Relief Committees, United Nations (see Solicitation of voluntary contributions within the Secretariat, section VI.2 above)

Taxi fares - ST/AI/248 and Amend.1

Time off for voting on United States election day - ST/IC/1995/71

Unauthorized use of diplomatic plates by Secretariat officials - ST/IC/83/83

United Nations Day - 24 October 1996 - ST/IC/1996/61

Wearing of grounds passes - ST/SGB/259; ST/AI/333; ST/AI/387

Working hours:
--Fifty-first session of the General Assembly - ST/IC/1996/52
--Introduction of staggered working hours - ST/AI/408

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

10. Medical and other insurance

Addresses and telephone numbers for claims and benefit inquiries: Insurance carrier - ST/IC/1996/33 (annex VIII)

After-service health insurance - ST/AI/394

Changes in health insurance arrangements - ST/ADM/SER.A/1867 (paras. 1 and 4)

Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme - ST/IC/86/20

Children's age limitation in United Nations health insurance schemes - ST/IC/86/72

Early separation programme: 1996 - ST/AI/414 and Add.1

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Group life insurance:
--Changes in coverage - ST/IC/78/38
--Premium rate decrease and waiver of automatic increase - ST/IC/1996/42

Health and Life Insurance Committee:
--Composition and functions - ST/SGB/Organization, annex I; ST/SGB/275
--Membership - ST/IC/1993/18

Medical and dental insurance plans and schemes (Blue Cross/AETNA, HIP/HMO, GHI and MIP) - ST/ADM/SER.A/1867 (paras. 1 and 4); ST/IC/84/4; ST/IC/87/33; ST/IC/1996/33; ST/AI/343
--Annual enrolment campaign - ST/IC/1996/33

Medical insurance plan (MIP) for locally recruited staff at designated duty stations - ST/IC/87/33; ST/AI/343

Medical scheme for staff appointed under the 300 series of the Staff Rules - ST/IC/86/44

Membership of the Health and Life Insurance Committee - ST/IC/1993/18

Personal insurance assistance programme (automobile, homeowner, renter, travel insurance; also, health insurance not covered by the United Nations group schemes) - ST/ADM/SER.A/1459

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.8

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Van Breda medical, hospital and dental insurance plan (for staff members at offices away from Headquarters) - ST/IC/1996/4

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/394

Early separation programme: 1996 - ST/AI/414 and Add.1

Employment beyond the age of retirement: Retention in service - ST/AI/213/Rev.1; ST/IC/1995/56

Joint Staff Pension Board: functions - ST/SGB/Organization, annex II

Monetary limitation applicable to the remuneration of all retired staff members in case of re-employment - ST/IC/1995/56; ST/AI/213/Rev.1

Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category - ST/IC/1995/77

Pensionable remuneration of staff in the General Service and related categories - ST/IC/1994/15; ST/IC/1994/17

Pensionable remuneration on promotion to the Professional category - ST/AI/209

Personal identification cards for retired staff members - ST/AI/333; ST/AI/387

Retention in service and employment beyond the age of retirement - ST/AI/213/Rev.1; ST/IC/1995/56

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.8 and Amend.1 (Rules 106.1-106.6)

Separation programme: 1996 early - ST/AI/414 and Add.1

12. Post adjustment

Application of remuneration correction factor to post adjustment at Geneva and Vienna; implementation of Administrative Tribunal Judgement No. 421 - ST/IC/88/55

Post adjustment multiplier for New York - ST/IC/1995/76

Survey of housing and domestic service costs in New York for calculation of post adjustment - ST/IC/1995/48

Survey of out-of-area expenditures for post adjustment calculation - ST/IC/1994/7

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/Staff Rules/3/Rev.5

Currency of payment of salaries and allowances - ST/AI/402

December mid-month salary advance - ST/IC/1992/74; ST/IC/1993/68

Direct deposit of salary - ST/AI/405

Field Service category - ST/IC/1995/77; ST/IC/1995/7

General Service and related categories:
--General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories - ST/IC/1996/13
--Pensionable remuneration of staff in the General Service and related categories - ST/IC/1994/15
--Results of the salary survey conducted for the Security Service category - ST/IC/1995/51
--Revised format of salary scales of locally recruited staff - ST/IC/1994/17
--Security Service - ST/IC/1993/52 and Corr.1 and Add.1; ST/IC/1995/51

Language teachers - ST/AI/316; ST/IC/1995/51 (para. 6); ST/IC/1996/13

Language-typing and word-processing units: Salary differential - ST/AI/259/Rev.10 and Amend.7

Long-service step in salary scales - General Service - ST/IC/87/46; ST/IC/1993/52 and Corr.1 and Add.1 (Security Service); ST/IC/1996/13 (General Service, Trades and Crafts, Public Information Assistants and Language Teachers)

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Professional and higher categories - ST/SGB/Staff Regulations/Rev.23 and Corr.1 (English only) and Amend.1; ST/IC/1995/7; ST/IC/1995/77

Revised format of salary scales of locally recruited staff - ST/IC/1994/17; ST/IC/1994/15

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.7

Separation payments for staff in the Professional and higher categories and in the Field Service category - ST/IC/1992/18

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Staff Regulations - ST/SGB/Staff Regulations/Rev.23 and Corr.1 (English only) and Amend.1

Staff Rules:
--Conference and other short-term service - ST/SGB/Staff Rules/3/Rev.5
--Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
--Secretariat personnel (series 100) - ST/SGB/Staff Rules/1/Rev.8 and Amend.1; ST/SGB/284
--Technical assistance project personnel (series 200) - ST/SGB/Staff Rules/2/Rev.8 and Amend.1

15. Training, career development and examinations

Career development system - ST/SGB/166; ST/AI/277; ST/AI/301 and Add.1; ST/AI/358 and Amend.1; ST/IC/86/52; ST/IC/86/62 (see also Placement and promotion below)

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/406/Add.2; ST/AI/417 and Add.1; ST/IC/1995/83 and Corr.1 and Add.1
--Central Examination Board - ST/AI/406/Add.2
--Format and procedures - ST/IC/1995/83 and Corr.1 and Add.1
--Specialized Board of Examiners - ST/AI/417

Competitive examinations:
--1996: English interpreters - ST/IC/1996/17
--1996: English language teachers - ST/IC/1996/50
--1996: French interpreters - ST/IC/1996/18
--1996: French translators/précis-writers - ST/IC/1995/84
--1996: French verbatim reporters - ST/IC/1996/19
--1996: Spanish editors - ST/IC/1996/30
--1996: Spanish language coordinator - ST/IC/1996/44
--1996: Spanish language teachers - ST/IC/1996/45

Computer training - see Information technology training below

External studies programme - ST/AI/281/Rev.1

Information technology training - ST/IC/1995/72

In-service training and career development for Secretariat staff - ST/SGB/144 and ST/SGB/144/Rev.1 (French only)

Language and communication skills training - 1996 - ST/IC/1996/2; ST/IC/1996/23

Language proficiency:
--Conditions for promotion and accelerated increment based on knowledge of second language (Professional and above) - ST/AI/207; ST/IC/1995/73
--Examinations - ST/IC/1996/23

Linguistic standards - Secretariat - ST/AI/113; ST/AI/207; ST/IC/1995/73

Mission readiness workshops - ST/IC/1995/8

Multilingualism - ST/IC/1995/73 (see also Language proficiency and Linguistic standards above)

National competitive examinations - ST/SGB/210
--1997 national competitive examinations - ST/IC/1996/48

Placement and promotion - ST/SGB/267; ST/AI/413; ST/IC/1993/66 and Corr.2 and Add.1; ST/IC/1994/49; ST/IC/1995/70
--Access to vacancy announcements through the Secretariat electronic mail (cc:Mail) - ST/IC/1994/49; ST/IC/1995/70
--Placement and promotion list for staff in the General Service and related categories - ST/IC/1995/82; ST/IC/1995/89; ST/IC/1996/7; ST/IC/1996/15; ST/IC/1996/22; ST/IC/1996/27; ST/IC/1996/37; ST/IC/1996/59
--Placement and promotion list for staff in the Professional category and above - ST/IC/1995/81; ST/IC/1995/88; ST/IC/1996/6; ST/IC/1996/14; ST/IC/1996/21 and Corr.1; ST/IC/1996/26; ST/IC/1996/28; ST/IC/1996/32; ST/IC/1996/36; ST/IC/1996/56; ST/IC/1996/58
--Policies to achieve gender equality in the Secretariat - ST/SGB/282; ST/AI/412

Sabbatical Leave Programme for the year 1997: United Nations - ST/IC/1996/41 and Corr.1

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Studies programme: External - ST/AI/281/Rev.1

Word-processing operations:
--Computer training - see Information technology training below
--Guidelines for work with visual display units - ST/IC/84/18 and Amend.1
--Information technology training - ST/IC/1995/72
--Sharing of WordPerfect documents - ST/IC/1995/41
--Standard for word-processing software for microcomputers - ST/AI/361
--Tests - ST/AI/334

16. United States taxes

Changes in United States tax legislation concerning individuals in the United States who are not United States nationals - ST/IC/84/74; ST/IC/1991/39

Investment income from United States sources: staff members who are not United States nationals - ST/IC/84/10; ST/IC/84/74

Payment of income taxes - ST/IC/84/80; ST/IC/87/64; ST/IC/1995/3 and Add.1; ST/IC/1996/5

Significant changes in United States estate tax and their possible effect on non-United States citizen staff members - ST/IC/1991/39

17. Visas

Cancellation of G-4 and G-5 visas on separation or transfer of staff members - ST/IC/1996/49

Employment of family members on G-4 visa - ST/AI/294; ST/IC/78/53; ST/IC/89/13; ST/IC/89/25

Household employees: procedure for obtaining G-5 visa - ST/AI/294

Information on staff members requested by the United States Mission - ST/IC/87/27 (English only) and Add.1 (English only)

Procedure for obtaining G-4 and G-5 visas - ST/AI/294

United States Immigration and Nationality Technical Corrections Act of 1994 - ST/IC/1995/42

United States Immigration Reform and Control Act of 1986 - ST/IC/87/16 and Corr.1; ST/IC/89/7

United States Immigration Technical Corrections Act of 1988 - ST/IC/89/7

Visa Committee: composition and functions - ST/SGB/Organization, annex I

Visa status of non-United States staff members serving in the United States - ST/AI/294; ST/IC/1996/49

XII. PROPERTY AND SUPPLIES

1. Property control

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Office automation standardization: Policies and procedures - ST/AI/347
--Secure telecommunications equipment - ST/SGB/269
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Diplomatic vehicles: Procedures for obtaining the release of - ST/IC/1995/1

Duty-free and tax-free entry of baggage and effects into the United States - ST/AI/254 and Amend.1-2

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Shipping and insurance procedures for shipment of personal effects and household goods - ST/AI/238/Rev.1; ST/AI/383; ST/IC/1991/12

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Computation of travel subsistence allowance - ST/AI/196 and Amend.1

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.5

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Family visit travel - ST/AI/215/Rev.1; ST/AI/280/Rev.6 and Amend.5

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